



Pat McCrory, Governor  
Susan W. Kluttz, Secretary

Office of Archives and History  
Kevin Cherry, Deputy Secretary

## DIVISION OF ARCHIVES AND RECORDS Government Records Section



# STATE RECORDS CENTER HANDBOOK

August 2013

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# State Records Center and Records Center Operations

The State Records Center (SRC) is located at 215 North Blount Street (across from the Governor's Mansion) in the state government complex in downtown Raleigh. It was designed and equipped specifically for the storage of inactive governmental records. The State Agency Services staff maintains records storage at the SRC and two additional facilities.

In accordance with the NC Administrative Code, entry and access to the SRC building is limited to people on official business. All visitors are required to provide official identification (state government photo ID badge or driver's license) to be registered in our Patron Registration database, and must wear a visitor badge when in the building. Access by people not on official business may be denied. Visitors are escorted by our staff.

Depending on the creating agency's program records schedule, records are transferred to the SRC for storage in paper or microfilm (including microfiche). The SRC provides records storage and reference services to state agencies, boards, and commissions. Records transferred for storage in the SRC remain in the legal custody of the creating agency until they are destroyed or transferred to the custody of the State Archives. Access to stored records is restricted to the creating agency's staff. Anyone other than an agency's staff must obtain written permission from the creating agency prior to using records in the SRC.

Permanently valuable series may be transferred in electronic formats directly to the custody of the State Archives.

The SRC will not accept for storage any unscheduled or unidentified records. The disposition instructions must specify transfer to the SRC for us to be able to receive the records. No records covered by the *General Schedule for State Agency Records* will be accepted for transfer and storage.

Any records transferred to the SRC must be in approved storage boxes and clearly identified with preprinted labels provided by the SRC. The SRC must also have a completed, signed Records Transfer Request Form (RC-2) for each transfer. There is a charge for boxes, tape and labels, and most photocopies. Currently there is no charge for all other agency services, including storage, reference (file retrieval, re-filing, and inter-filing), and transportation of records transfers and supplies within Raleigh city limits.

The SRC does not deliver supplies or pick up records outside the Raleigh city limits. Out-of-town agencies must arrange to pick up boxing supplies and make arrangements to deliver their records transfers. The SRC is not able to mail flattened boxes, but labels and forms can be sent by mail. For agencies within the Raleigh city limits, the SRC does not mail files being retrieved and checked out to the agency. All in-town agencies' staff must pick up the requested files in person.

## Contact Information:

### **State Records Center**

Main Office: (919) 807-7370

fax: (919) 715-3627

General Email: [records@ncdcr.gov](mailto:records@ncdcr.gov)

### **Chris Denning**

SRC Supervisor

Phone: (919) 807-7372

Email: [chris.denning@ncdcr.gov](mailto:chris.denning@ncdcr.gov)

### **Laura Hensey**

Supervisor, State Agency Services

Phone: (919) 807-7361

Email: [laura.hensey@ncdcr.gov](mailto:laura.hensey@ncdcr.gov)

Web Address: <http://www.ncdcr.gov/archives/ForGovernment/StateRecordsCenter.aspx>

## How to Transfer Records

Records identified on a program records retention and disposition schedule have a unique item number assigned by the SCHEDS database. Linked with the SCHEDS database are FAIDS (transfers), SERVS (reference services), and SMICRO (microfilm). Each Records Transfer Request Form (RC-2) and box label is generated from this database at the time of a transfer request. Records covered by the *General Schedule for State Agency Records* are not eligible for transfer and storage in the SRC.

### Transferring Records Checklist (See 7 NCAC 4 M .0503)

1. Check your **records schedule** to verify the records series' **item number** and **disposition instructions**. If the series is to be transferred, confirm that the retention period has been met. Note whether there are any steps you need to take care of prior to transfer (such as removing portions of some files, or preparing the records for microfilming). Determine how many cubic feet (how many boxes) of records you need to transfer.
2. Once you have this information on hand, call the SRC at: **(919) 807-7370**.
3. Provide your name, agency, building and room number, street address, and phone number.
4. Provide the **item number** (from the records schedule) for the records to be transferred. Tell us **how many boxes, box tape and labels** you need to prepare the records for transfer.  
NOTE: There is a **charge for boxes, tape, and labels**. The SRC staff will fill out an order form, which you (or someone else from your office) will sign when you receive the supplies. The SRC staff may elect to mail or fax this order to you for signing and returning.
5. When we receive the completed order form, we will prepare a Records Transfer Request Form (RC-2) and box labels for you. You may pick up supplies any time the Records Center is open. If you are only ordering labels, we are able to mail them to you.
6. When your boxes are packed, labeled and numbered and when the boxes are completely ready for transfer, complete Items 7, 12, 13, and 14 on the Records Transfer Request Form. Make a copy for your files, and send the original to the SRC. If you fax the form back to the SRC, keep the original with the boxes of records awaiting transfer. **NOTE: Only records packed in Records Center boxes will be accepted for storage in the SRC. Boxes which do not comply with instructions shall be returned to the agency or organization for correction** (or not picked up). See page A4 for detailed instructions.
7. The SRC staff will contact in-town agencies prior to arriving to pick up the records transfer. Out-of-town agencies should make arrangements to bring their records to the SRC. If you must use the Courier Service, we ask that you notify us in advance, so we can be on the lookout for the shipment.

### Supply Fees

The following fee schedule for boxes and supplies will apply to state agencies, boards, commissions, universities, and community colleges:

- Letter box (1 cubic foot, 12" x 15" x 10 ½") – \$ 1.00 each
- Preprinted box labels (one per box is required) – \$.02 each
- Box tape (one strip per box is required) – \$.10 each

**Sales tax** on orders will only be charged to those offices without a Department of Revenue sales tax exemption (a copy of the agency's exemption letter must be on file with the State Archives).

**Invoices** will be sent weekly to the **central purchasing office of the requestor's department**. Anyone placing an order must know their own department's purchasing requirements. We will direct invoices to other offices upon request.

Orders totaling less than \$1.00 will not be invoiced.

## Reference and Retrieval Services

### Routine requests

Complete a Records Retrieval Form (RC-14) and send it to the State Records Center by:

Interoffice mail  
Hand delivery 215 N. Blount Street  
U.S. Postal Service 4615 Mail Service Center, Raleigh, NC 27699-4615  
State Courier 51-81-20  
E-mail [records@ncdcr.gov](mailto:records@ncdcr.gov)  
Fax (919) 715-3627

**Out-of-town agencies:** Requests will be filled and returned by either Mail Service Center or U.S. Postal Service to the requesting agency (the agency which created the records). If we should prepare for review of the records here at the SRC, please note that on the form.

**Agencies within the Raleigh city limits:** We will call your office when the records are ready for you to pick up. No records will be given out to anyone other than the requestor, unless the requestor has identified a designee. All visitors coming to pick up records must register with the receptionist in the lobby and show a valid state agency ID badge.

### Priority or Emergency requests

Call the SRC at (919) 807-7370, give your request over the phone, and explain what your time constraints are. Then come in person to the SRC office at **215 North Blount Street** (across from the Governor's Mansion). SRC staff will fill the request as soon as possible.

### Records research visits

Visitors wishing to use records stored in the State Records Center should call in advance, so the records can be pulled and ready for use upon the researcher's arrival. If the researcher is not an employee of the agency which created the records, the researcher **must obtain written permission** from the agency allowing the use of the files. This written permission must include all information needed to retrieve the materials, and the agency should also complete a Records Retrieval Form (RC-14) for the records series in question. **Note: Visitors must bring their permission letter and the RC-14 form with them when conducting research at the SRC.** All research requests without written permission from the creating agency will be referred back to the agency.

The Records Retrieval Form (RC-14) for service and retrieval of stored records must include:

- the requestor's name, full agency information, and telephone number
- the requestor's building and room number or address
- indicate if the records or information should be mailed, picked-up, or a call placed to the requestor concerning the material
- the Item Number(s) from the agency's program records schedule
- specific details about the records or files being requested
- the dates of the records requested

The Records Retrieval Form (RC-14) is on page A5 in the Appendix, and is available from our web site.

# Authorized Destruction of Records

## Authorized Destruction of Records

An agency may destroy records **only** on the basis of their approved program records schedule developed specifically for that agency or the General Schedule for State Agency Records. The consistent and routine implementation of the disposition instructions listed in these schedules provides the proper and legal foundation for the disposition of public records through destruction or transfer to the SRC.

Authority for these disposition instructions is contained in Chapters 121 and 132 of the General Statutes of North Carolina. Compliance with the disposition instructions listed in these retention schedules helps ensure conformity with the public records laws, and allows the proper destruction of records whose value has ended, as well as the retention of records with continuing value. Procedures to be followed in properly disposing of records are explained in the NC Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510 (May 16, 1989):

**Confidential records should be destroyed in a  
secure manner so that the information contained in them  
cannot be used.**

### .0510 DEFINITION OF DESTRUCTION

When used in an approved records retention and disposition schedule, the provision that records are to be destroyed means that the records are to be:

1. burned;
2. shredded or torn up so as to destroy the record content of the documents or materials concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
4. buried under such conditions that the record nature of the documents or materials will be terminated; or
5. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.

No **unscheduled** records in an agency's custody should be destroyed until a schedule is established. In disaster situations, our staff may determine that it is appropriate to guide you through the approval process for unscheduled records.

Records stored in the SRC remain in the legal custody of the creating agency and will not be destroyed until that creating agency concurs with the destruction by signing a Notice of Destruction of Records Form (RC-23X). This form is prepared by the supervisor for State Agency Services and delivered to the Chief Records Officers for dissemination within the agency.

## Destruction Charges

The terms of the April 2013 – March 2014 contract specify that the vendor will not charge for destruction.

# Records Management Services

## **Records Scheduling**

Records management services are extended to all agencies and departments in state government, counties, municipalities, the community college system, and state colleges and universities. Working with the agency's Chief Records Officer, a Records Management Analyst is assigned to each agency or department to give guidance to agencies on the full range of records management issues and services. It is the responsibility of each state agency to keep its program records retention and disposition schedule up to date and to notify Government Records of any changes affecting its schedule. The records management analysts are responsible for all updates to the General Schedule for State Agency Records.

## **Records Management Consultation**

Our records management analysts are available to all levels of state government. One workgroup is assigned to assist local government entities, and a second works with state agencies, boards and commissions, and the universities of the UNC System. They can help with questions about the Public Records law (NCGS 132), the organization and use of records, and appraisal and disposition questions.

## **Records Management Training**

Training is available to all state employees interested in learning more about records management and subject filing systems. All presentations are given by Records Management Analysts who provide detailed instructions regarding the procedures involved in creating or updating an office's retention schedule. Workshops are held at the State Records Center on first and third Wednesdays, September through May.

We offer the following standard workshops, both at the SRC and in agency offices:

- Managing Public Records: Law and Practice in North Carolina
- Organizing Your Digital and Paper Files
- The Digital Divide Also Multiplies: Your Responsibilities for Managing E-mail
- Bits, Bytes, and Backups: The Basics of Electronic Public Records
- Digitizing Public Records: Legal, Technical, and Practical Concerns

Online tutorials are available from our website:

- Managing Public Records for State Agencies
- Managing Your Inbox: E-mail as a Public Record
- Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls
- Social Media Usage in North Carolina State Government
- Digital Preservation Tutorials - Digital Preservation Education for North Carolina State Government Employees

Our records management analysts are also able to design around your office's needs. For more details, call (919) 807-7350.

## **Microfilming Services**

The Imaging Unit of the Collections Management Branch provides services to local and state government including establishing standards for micrographics; providing preservation and security reformatting of public records; microfilm processing, duplicating and quality control testing; and consulting with local and state governments regarding their micrographics records systems. Records are filmed for state government agencies and boards, occupational licensing boards, and independent regulatory commissions. Records must be approved for microfilming in the agency's program records schedule. All microfilm produced by the Collections Management Branch meets archival, state, and national standards.

All microfilm produced is inspected by quality control technicians and certified for accuracy by microfilm camera operators. Copies of microfilm of certain types of records are available for use by the general public in the State Archives' Search Room.

## Archival Services

### State Archives

Agency records intended to be preserved permanently are often stored in the physical custody of Government Records for a period of time specified on the records retention and disposition schedule. During that period, the records remain in the legal custody of the creating agency. These records are coded in the SRC's database as "pending transfer." Once the transfer is completed, the creating agency will still have access to the records through the normal research protocols of the State Archives. The public will have access without intervention by, or notice to, the creating agency, except as restricted by law.

When the creating agency has an unusual need for the records, the supervisor of State Agency Services can provide assistance.

The State Archives Search Room is located in Room 201 of the Archives and History / State Library Building, 109 East Jones Street. The mailing address is 4614 Mail Service Center, Raleigh, NC 27699-4614, and the phone number is (919) 807-7310. For more information on the State Archives Search Room, hours of operation, and finding aids, see the web site <http://www.archives.ncdcr.gov/>

### Arrangement and Description of Archival Records

The primary purpose of the archivists in Government Records is to identify, appraise, arrange, describe, and make accessible the permanently valuable noncurrent records of state government. They ensure that the state agency records brought into the custody of the State Archives are properly preserved, protected, identified, and appraised for their legal and historical value. Permanently valuable records are arranged and described according to archival and departmental standards, practices, and procedures, and more detailed finding aids are prepared to enable research by staff, government employees, and the general public.

Archivists make their appraisal decisions based upon broad knowledge of the state's history, public records laws, records schedules, and internal guidelines. Records received by the State Archives are those no longer needed administratively by state and local government units, but which retain legal and evidentiary value or have content of interest to genealogists and historians. Disposal of non-permanently valuable records is equally important in the appraisal process, reducing the volume of records retained and enhancing the overall accessibility of records.

Records are arranged into series established by the appropriate agency's records schedule and merged with any previously transferred material already received from that state agency. During arrangement, the archivists will remove rubber bands and rusted paper clips. Folders, staples, and pins may be removed if conditions warrant. The folders are organized and housed in specialized archival boxes. These are smaller boxes made from acid-free card stock, which will help preserve the records longer. Documents requiring conservation are also identified and arrangements are made for their treatment.

Records description involves the preparation of finding aids to provide better access to records series by both Archives staff and the general public. This process also includes updates to MARS (the Manuscripts and Archives Reference System), the State Archives' online catalog. Through the creation of paper and electronic finding aids, we are able to maintain intellectual control over government records transferred to the State Archives' custody.

State Agency Services archivists may also provide reference service for both government agencies and the general public to the unprocessed state agency records (including Governor's Office records) in State Archives' storage.



# Appendix

**NORTH CAROLINA ADMINISTRATIVE CODE**  
TITLE 07, CHAPTER 04, SUBCHAPTER M, SECTION .0500  
STATE RECORDS CENTER**.0501 TRANSFER OF RECORDS TO STATE RECORDS CENTER**

The State Records Center will accept for transfer to its physical custody the records of state agencies, county agencies, or municipal agencies, providing the records are scheduled to be transferred to the State Records Center on an approved records retention and disposition schedule or an approved records retention and disposition standard.

History Note: Authority G.S. 121-4(2); 121-5(d); 143B-62(2)b;  
Eff. February 1, 1985.

**.0502 LEGAL CUSTODY OF RECORDS**

Public records transferred to and physically stored in the State Records Center in accordance with the provisions of an approved records retention and disposition schedule or standard, or in accordance with any other agreement between the Department of Cultural Resources and the originating agency or department, are considered to remain in the legal and official custody of the agency that created the records and that transferred them to the State Records Center. A request for access to, or inspection of, paper or microfilm records in the physical custody of the State Records Center by a person other than an authorized employee of the legal custodian will not be honored until authority in writing has been granted by an appropriate official of the agency having legal custody.

History Note: Authority G.S. 121-4(2); 121-5(d); 143B-62(2)b;  
Eff. February 1, 1985;  
Amended Eff. June 1, 1989.

**.0503 PROCEDURES FOR TRANSFER OF RECORDS**

- (a) Physical transfer of records to the State Records Center shall be initiated by the agency or organization requesting transfer. A representative of the said agency or organization will submit to the State Records Center supervisor a records transfer notice including agency name, title of records, reference to schedule, volume of records, their inclusive dates, and the name and telephone number of the representative submitting the request.
- (b) Records Center boxes, together with paper tape and instructions on packing and labeling, shall be sent to the agency transferring records upon request, and at the expense of the agency.
- (c) Only records packed in Records Center boxes shall be accepted for storage in the State Records Center.
- (d) The agency or organization initiating the transfer shall arrange records in the boxes and label boxes in accordance with instructions. Boxes which do not comply with instructions shall be returned to the agency or organization for correction.
- (e) Records which cannot be identified clearly and completely by the information on the label of the Records Center box must be accompanied by a typewritten index or box list prepared by the agency or organization of origin.
- (f) Records transferred from within ten miles of Capitol Square, Raleigh, shall be shipped by arrangement with the Supervisor, State Records Center. Records transferred from beyond ten miles of Capitol Square, Raleigh, must be shipped by the agency or organization concerned, and at its expense.

History Note: Authority G.S. 121-4(2); 121-5(d); 143B-62(2)b;  
Eff. February 1, 1985;  
Amended Eff. April 1, 2001; June 1, 1989.

#### **.0505 RECORDS CENTER REFERENCE SERVICE**

The agency or organization of origin retains legal custody of records transferred to the State Records Center. Anyone or any other agency desiring access to, or copies of, records must obtain written authorization from the legal custodian or his designated representative. Requests for records or reference service will be made on forms provided by the State Records Center. In an emergency, records or reference service may be provided after telephoned request and with the approval of the Chief, Archives and Records Section.

History Note: Authority G.S. 121-4(2); 121-5(d); 143B-62(2)b;  
Eff. February 1, 1985;  
Amended Eff. June 1, 1989.

#### **.0506 PERSONAL PICKUP FOR EMERGENCY REFERENCE**

Records approved for emergency reference shall not be mailed or sent by interagency messenger service. The representative sent to retrieve records must bring identification and written authorization for release signed by the legal custodian.

History Note: Authority G.S. 121-4(2); 121-5(d); 143B-62(2)b;  
Eff. February 1, 1985;  
Amended Eff. June 1, 1989.

#### **.0507 PERSONNEL RECORDS**

Any employee or former employee desiring access to personnel records must make the request through the personnel office of the agency which retains legal custody of the records. Upon receipt of request from the appropriate personnel office, the State Records Center will forward personnel information to that office.

History Note: Authority G.S. 121-4(2); 121-5(d); 143B-62(2)b;  
Eff. February 1, 1985;  
Amended Eff. June 1, 1989.

#### **.0508 CERTIFICATION BY AGENCY WITH CUSTODY**

Only copies of records that are in the legal custody of the Department of Cultural Resources may be certified by the Department. Copies of records that are in the physical custody of the State Records Center must be certified by the agency having legal custody, if such certification is requested. In the event that records of terminated agencies are in the State Records Center and are in the legal custody of the Department of Cultural Resources, copies may be certified by the Department of Cultural Resources.

History Note: Authority G.S. 121-4(2),(3); 121-5(d); 132-4; 143B-62(2)b,c;  
Eff. February 1, 1985.

#### **.0509 DESTRUCTION OF RECORDS IN STATE RECORDS CENTER**

The provisions of an approved records retention and disposition schedule will apply to the records in the physical custody of the State Records Center since the records remain in the legal custody of the agency concerned. When the approved disposition is destruction, the records will not be destroyed until concurrence in writing of the agency with legal custody is received.

History Note: Authority G.S. 121-4(2); 121-5(b),(c),(d); 143B-62(2)b;  
Eff. February 1, 1985.

NC ADMINISTRATIVE CODE  
TITLE 07, CHAPTER 04, SUBCHAPTER M, SECTION .0500  
STATE RECORDS CENTER

**.0510 DEFINITION OF DESTRUCTION**

When used in an approved records retention and disposition schedule, the provision that records are to be destroyed means that the records are to be:

- (1) burned, unless prohibited by local ordinance;
- (2) shredded or torn up so as to destroy the record content of the documents or materials concerned;
- (3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the document or materials concerned;
- (4) buried under such conditions that the record nature of the documents or materials shall be terminated; or
- (5) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.

History Note: Authority G.S. 121-4(2); 121-5(b),(c),(d); 132-3; 132-8.1; 132-8.2; 143B-62(1)g; 143B-62(2)b; 143B-62(2)b; Eff. February 1, 1985;

Amended Eff. April 1, 2001; June 1, 1989.

**.0511 DESTRUCTION OF CERTAIN RECORDS SCHEDULED FOR ARCHIVES**

Records scheduled in an approved records retention and disposition schedule to be transferred to the State Archives for review or accepted by the State Records Center for the State Archives may be destroyed in accordance with procedures approved by the Director of the Division of Historical Resources providing:

- (1) The records are considered not to have permanent value.
- (2) The records are exact duplicates or copies of other records in the records series transferred or accessioned.

History Note: Authority G. S. 121-4(2); 121-5(b),(c),(d); 132-8.1; 132-8.2; 143B-62(1)g; 143B-62(2)b; Eff. February 1, 1985;

Amended Eff. April 1, 2001; June 1, 1989.

**.0512 RESTRICTED AREAS IN STATE RECORDS CENTER**

Access to the State Records Center is limited to persons on official business. Visitors are not permitted in the records storage areas, the microfilm areas, or beyond the administrative office without an escort provided by the State Records Center. All visitors are required to sign in when entering and to sign out when leaving the State Records Center building. Visitors who are not known to the State Records Center staff will be required to produce identification before being given records requested by agencies. Access by visitors not on official business may be denied.

History Note: Authority G.S. 121-4(2); 143B-62(2)b; Eff. February 1, 1985;

Amended Eff. April 1, 2001; June 1, 1989.

## HOW TO BOX RECORDS FOR TRANSFER

Unfold and assemble box, turning short flaps in first then long flaps, positioning so **trademark will be on the bottom** of the box. Tape the bottom of the box with 3-inch wide paper tape purchased from the State Records Center. The end with the seam will be the **back** of the box.

1. Place records in boxes in the upright position and in the same order as they were arranged in your office's file drawers. Leave the records in their file folders, ***but do not pack hanging file folders***. If the material previously stored in hanging files was not also stored in regular file folders, place the folder contents in regular files before packing into the boxes. Transcribe folder titles onto any unlabeled folders. Pack neatly but allow about four inches of free play in the back of the box (for later reference, re-file, or inter-file activity).
2. The standard State Records Center box is sized to accommodate either letter or legal files. Stand letter-size folders the 12-inch way front to rear of the box. Stand legal size folders the 15-inch way from left to right side of box.
3. Do **not** pack records from two different records schedule item numbers in the same box, not even if they happen to have the same disposition instructions. **Keep your records series separate from one another.**
4. Box labels are pre-printed using information from the SRC's database and your office's records schedule. A sample box label is shown below. **Assign individual box numbers as packed, enter number of total boxes at end of packing.** Fill in information below the dotted line on the label by typewriter, ballpoint pen, or fine-point permanent marker (such as Sharpie by Sanford).

<p>Department of Commerce Assistant Secretary for Community Development Division of Community Assistance Community Development Block Grant Program <b>17719 Community Revitalization Grantees File</b> Effective Date of Schedule: 5/19/2005</p> <p>-----</p> <p>DATES OF RECORDS <u>2009</u> BOX STARTS WITH <u>09-A45</u> BOX ENDS WITH <u>09-A62</u> BOX NO. <u>3</u> OF <u>10</u> TOTAL BOXES IN SERIES</p>
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5. Place the label on the center front (12-inch/short side) of the boxes—just under the handhold cutout. Identify the correct box sequence by numbering all boxes consecutively within each records schedule Item/Series. Write the beginning and ending box count on the label. **EXAMPLE:** BOX NO. 1 OF 50 TOTAL BOXES IN SERIES.
6. Close boxes by tucking top flaps alternately over and under each other. **DO NOT TAPE TOP OF BOX.** Complete the Transfer Request Form (RC-2), and contact the SRC to arrange for transfer of boxes.
7. All boxes which are delivered to the SRC by agencies must be properly prepared, have completed paperwork, and be loaded for delivery in numerical box order (Box 1, Box 2, Box 3, etc.) so as to off-load in reverse box order.
8. Use of non-approved supplies is not allowed and improperly prepared and shipped boxes will not be accepted for storage.

## RECORDS RETRIEVAL FORM

- Use this form to request records previously transferred to the State Records Center.
- Leave the "Location" column blank.
- Agencies in Raleigh will be notified by phone when files are ready for pickup.
- Agencies outside of Raleigh should indicate if files should be sent by interoffice or courier mail.
- Keep a copy of this request for your records.

### REQUESTER

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE</u>
<u>TELEPHONE NUMBER</u>	<u>OFFICE</u>	<input type="checkbox"/> CALL <input type="checkbox"/> MAIL <input type="checkbox"/> RUSH

### RECORDS

ITEM #	DESCRIPTION	DATES	LOCATION

### SEARCHING

Request taken by: _____	Requests: _____
Searcher: _____	Searches: _____
Not In File: _____	Forwarded: _____
Previously Charged to: _____	Date: _____

## REGULATIONS FOR USE OF THE STATE RECORDS CENTER

### ***ORTH CAROLINA ADMINISTRATIVE CODE (EXCERPT):***

#### **07 NCAC 04M .0512 RESTRICTED AREAS IN STATE RECORDS CENTER**

Access to the State Records Center is limited to persons on official business. Visitors are not permitted in the records storage areas, the microfilm areas, or beyond the administrative office without an escort provided by the State Records Center. All visitors are required to sign in when entering and to sign out when leaving the State Records Center building. Visitors who are not known to the State Records Center staff will be required to produce identification before being given records requested by agencies. Access by visitors not on official business may be denied.

*History Note: Authority G.S. 121-4(2); 143B-62(2)b;  
Eff. February 1, 1985;  
Amended Eff. April 1, 2001; June 1, 1989.*

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1. Briefcases, tote bags, large purses, ring notebooks, envelopes, plastic sleeve-covered pages, original maps, manuscripts, and other material are subject to inspection and examination by State Records Center personnel.
2. Admission to the State Records Center is by means of registering at the front desk, providing positive identification. A visitor badge will be issued and shall be turned in when exiting the building. Visitors may move around only under escort or are otherwise restricted to specific areas designated for research.
3. The following rules **MUST** be observed when handling original records:
  - Pencils only, no pens or markers, are allowed for research or notes.
  - Original records may not be marked, folded, defaced, altered and should be carefully handled.
  - Tape and Post-It notes are not permitted.
  - Manuscripts, volumes and reference books should remain flat on the table and should not be held in the lap or propped against a table edge.
  - Only one folder is to be removed from a box at a time, and the place of that folder is to be appropriately marked with a pink place marker (supplied by the SRC).
  - Records are not to be rearranged under ANY circumstances. If something appears to be out of order, please notify a staff member.
  - Smoking is strictly prohibited in the State Records Center. Food and drink are not allowed in the stacks or near the records.
  - Researchers wishing to leave a designated research area temporarily must leave original records in the research area.

## PREPARING DOCUMENTS FOR MICROFILMING

These are the basic steps for preparing those documents for microfilming. **All questions concerning microfilming should be addressed to the following office:** Imaging Unit, Division of Archives and Records, 4616 Mail Service Center, Raleigh, NC 27699-4616. Phone: (919) 807-7334, fax: (919) 715-7274.

### Minutes

Preparation of original minute books or photocopies for microfilming is the responsibility of the board or commission staff and must be completed before the records are removed from the office. All original documents must be placed in the order in which they are to be filmed. **All records will be filmed in the exact order received.** The Imaging Unit will film only completed volumes; partially filled books will not be filmed.

- All staples, post-it notes, and paper clips must be removed and all documents taped together must be separated. This includes attachments to the minutes.
- Unfold all documents. Smooth out corner folds. Do not fold copies or submit double-sided copies.
- **All photocopies sent in for microfilming should be on the same size paper.**
- If copies of minutes are torn, repair copies of minutes with transparent tape. **Do not use tape on original records.**
- All various-sized papers should be arranged so that the bottom edge of each page will be evenly aligned.
- Minutes must be signed in all designated areas.
- Complete a Verification of Volume Preparation Form (available from the Imaging Unit) for each shipment prepared for filming. Note the beginning and end of volumes.
- Documents should be packaged in such a way to prevent pages from being damaged during shipment.

**Any records not meeting these requirements will be returned.** The Imaging Unit cannot provide microfilming services in a timely manner if there are delays as a result of improper preparation.

If board or commission staff are personally delivering minutes to the Imaging Unit, they must make an appointment for delivery. **To make an appointment to delivery materials for filming, contact: Tammy James, (919) 807-7334.** If the board or commission staff wish the Imaging Unit to acknowledge mail receipt of photocopies of minutes, please include a cover letter and a self-addressed stamped envelope in the same package as the minutes. The cover letter should include the following essential information: **title of minutes, volume number, page numbers, and inclusive dates.** If the original volumes are returned to the board, please do not alter or rearrange any books after they have been filmed. Any modification of the original minute books after microfilming will invalidate the filmed copy.

### Government records other than minutes

Preparation of records for microfilming is the responsibility of the creating agency and must be completed before the records are transferred. All records must be in the order that they are to be filmed (alphabetical, numerical, chronological, etc.). **Records will be filmed in the exact order received.** All staples and paper clips must be removed and all documents taped together must be separated. Unfold all documents. Smooth out corner folds. Place all records in the appropriate folder and arrange records within each folder in the exact order for microfilming. Preliminary targets describing the material being filmed should be prepared by the creating agency. All variously-sized documents should be arranged so that the bottom edge of each page will be evenly aligned. Place folders in boxes. **DO NOT** pack too tightly. Label each box with pre-printed labels (boxes and labels are procured from the SRC). **Any records not meeting these requirements will be returned promptly.**